

Routine Respite with Room and Board included-Family Managed-Group (RP8) Service Description

Bureau of Contract Management

Date to Finance: _____

General Description:

Routine Respite with Room and Board included-Family managed –Group (RP8) provides routine respite services to groups of up to three persons and overnight care of these groups in order to give relief to, or during the absence of, the normal caregiver. RP8 is always provided in the private residence of the RP8 provider, and is never provided in the consumer’s home. RP8 provides for a daily and quarter hour rate and includes payment for room and board.

Limitations: The provision of RP8 in terms of duration and location will be based on the annual amount allocated by the DHS/DSPD’s Region to the person/family and the person/family’s preference. This code includes payment for room and board when provided as part of respite care in a setting approved by the State that is not the person’s private residence, though it is generally used to provide services in the home or private residence of the provider.

Routine Respite with Room and Board included –Family managed-Group (RP8) services are available to those persons participating in the Self-Administered Services method, only.

Population Served:

The Employee will serve people currently receiving services from DHS/DSPD with intellectual disabilities and related conditions, and acquired brain injury, as defined in Utah Administrative Rule R539-1. <http://rules.utah.gov/publicat/code/r539/r539.htm>

Employer Qualifications:

Non-licensed Employers must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code Section 62A-5-103.
<http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>

Employee Qualifications:

Employees must demonstrate competency (in the services covered by the contract), as determined by the Employer, in addition all applicable education, and training must be completed before performing any work for persons without supervision.

RP8 Employees shall be trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract and service specific training areas.

RP8 Employees must pass a BCI background check through the Department of Human Services, Office of Licensing and have a record of the BCI results in the staff record.

<http://rules.utah.gov/publicat/code/r501/r501-14.htm>

RP8 Employees rendering services under this service description shall be at least 16 years of age. However, employees providing transportation or those providing respite services during over-night hours, or during hours characteristically occupied by sleep shall be at least 18 years of age.

Specific Training Requirements:

Employees shall receive training that prepares them to complete the critical job functions for this service and orients them to the person being supported by this service. Training shall be conducted by qualified trainers with professional experience and knowledge in providing services and supports to person with intellectual disabilities and related conditions, and brain injury.

Employees shall complete and achieve competency in specific training areas 1 through 10 within 30 days of employment or before working unsupervised with a person. Competency for RP8 staff shall include knowing where to find information or who to contact in case of a question or unusual event.

1. Medication competency:
 - a. Identification of common medications, their effects, purpose and side effects,
 - b. Identification of medications and medication side effects specific to the person,
 - c. Recording and documentation of self-administration of medications, and
 - d. Training on commonly used medications including the reason and circumstances for administration, dose, and scheduling.
2. Recognition of illness or symptoms of health deterioration specific to the person.
3. Dietary issues specific to the person.
4. Critical health care issues specific to the person.
5. Swallowing and eating difficulties specific to the person.
6. Principles of age appropriate community inclusion and natural support development specific to the person.
7. Preferences and non-negotiable routines specific to the person.
8. Significant functional limitations and disabling conditions specific to the person.
9. How to develop and support the person's preferred recreational and leisure activities.
10. Employees and Employee's staff providing ABI services shall demonstrate competence or awareness in the following areas:

- a. Effects of brain injuries on behavior,
- b. Transitioning from hospitals to community support programs including available resources,
- c. Functional impact of brain changing,
- d. Health and medication,
- e. Role of the direct care staff relating to the treatment and rehabilitation process,
- f. Treatment plan and behavioral supports, and
- g. Awareness of the Family's perspective on the brain Injury.

Direct Service Requirements:

- A. Person-Centered Planning: Employees shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.
 1. The Employee is responsible for implementing the applicable portion of the ISP's Action Plan (ISP/AP). The ISP document may include the following separate documents: Action Plan, Support Strategies, including Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, data collection and/or Task Analysis sheet.
 2. Once the ISP/AP has been developed, the Employee must orient the person to the portion of the plan that pertains to the Employee and ensure the person is involved in its implementation.
 3. Employer shall submit Monthly Summaries to DHS/DSPD.
 4. If RP8 services are rendered on a continuing basis to the person or group, the Employee, as a member of the person's Team, is required to meet at least annually (within 12 months of the last Person Centered Process meeting) to review the person's service/support requirements and to make adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.
- B. Transportation

IF RP8 Employees provide transportation, they must make certain that:

1. The person is not left unattended in the vehicle;
2. The person uses a seat belt and remains seated while the vehicle is in motion;
3. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
4. Any person in a wheelchair uses a seat belt, or locking mechanism to immobilize the wheelchair during travel;

5. The person is transported in a safety restraint seat when required by Utah State law;
6. Vehicles used for transporting persons have working door locks. Doors are locked at all times while the vehicle is moving; and,
7. The person arrives safely at the scheduled time and arranged designation and that no one is left alone along the way to or from supports even in emergency situations.

C. Person's Funds

The Employee shall not loan or give money to a person they support. A person shall not loan or give money to an Employee.

D. Health and Safety Requirements

Employees shall immediately contact the Employer to report the discovery of any prescribed medication error, including actual missed or suspected missed dosage, misadministration of medication, medication administered at the wrong time, or failure to follow laboratory survey schedule, and shall document the error on their timesheet.

The person shall have kitchen privileges and shall have access to food and ingredients. Employees assist persons in planning meals to meet basic nutritional standards, special diets, food preferences, customs, and appetites so the person may lead self-determined lives.

Staff Support:

Actual type, frequency and duration of support will be defined in the person's ISP/AP based on the person's assessed needs. Employee providing this service within providers' homes shall serve no more than four persons per staff at any one time including the provider's own minor children under the age of 14.

Rate:

RP8 includes a quarter hour and daily rate, and is provided assuming a ratio of one employee to groups of up to three individuals. The rate reflects the amount paid to the Employee *for each person* served in the group. RP8 includes payment for room and board. RP8 does not include payment for exceptional needs care. RP8 day rate equals six hours or more of respite services.

Overnight stays of 6 to 24 hours in length rendered, as a single episode of service, shall be billed at the RP8 daily rate. Single episodes of service rendered for longer than twenty-four hours shall be billed as one day of service *plus* whatever additional hours of service are rendered during this single episode using the RP8 quarter-hour rate until those additional hours exceed six in which case another unit of daily RP8 shall be billed. The quarter hour rate may only be used during a single episode of service when that episode has exceeded 24 hours in length, but has not reached six additional hours, which would justify a second unit of daily RP8. The person must receive at least six hours of services to qualify for billing RP8.

The Employee is not responsible to provide personal belongings (clothing, personal hygiene products) and medicine must be provided for and accompany the person.

